

<p>LICENSE RENEWAL</p>	<p>A licensee must submit his/her renewal on or before the expiration date of the license. [2.1(e)]</p>
<p>Criteria</p>	<p>License renewals are:</p> <ul style="list-style-type: none"> • sent to the licensee at least 60 days prior to the expiration date of the license • submitted by the licensee to the AC Regional Office for the State in which the principal place of business is located. <p>The licensee must submit the following:</p> <ul style="list-style-type: none"> • APHIS Form 7003 (Application for License-Renewal - see page 3.7.5) with Items 1-14 completed and Item 12 signed acknowledging : <ul style="list-style-type: none"> ▶ receipt of the regulations and standards ▶ compliance with regulations and standards to best of his/her knowledge • Taxpayer Identification Number sheet, if not previously submitted • application fee of \$10.00 • appropriate annual license fee as determined from instructions below <p>A license will expire on its anniversary date and be terminated, if the licensee fails to:</p> <ul style="list-style-type: none"> • submit the Application for License - Renewal (APHIS Form 7003), and • pay the required application and license fees <p>If a license has been terminated, the licensee must:</p> <ul style="list-style-type: none"> • apply for a new license, and • meet all requirements for a new license <p>If a licensee is terminated for failure to submit an application or failure to pay the required fees, you, the inspector, should:</p> <ul style="list-style-type: none"> • contact the terminated licensee and determine if a regulated activity is being conducted • deliver or send a prelicense packet, if appropriate • monitor other dealer or auction records to determine if the

- terminated licensee is buying, selling or transporting animals
- contact other inspectors to help gather documentation as needed
- if you determine that the terminated licensee is conducting a regulated activity:
 - ▶ collect documentation of the activity
 - ▶ send the documentation of “dealing without a license” to the Regional Office for enforcement action

NOTE: At the time of renewal, if you (the inspector) know that a licensee is no longer conducting regulated activities, you should contact the Regional Office.

License Fee

License fee is based on the dollar amount of licensee’s revenue from the preceding business year (calendar or fiscal).

License fee is determined as follows:

A-Dealer

- 1) Determine gross amount of revenue received from the sale and/or leasing of animals and the sale of any offspring of leased animals directly or through an auction sale to research facilities, dealers, exhibitors, retail pet stores, or persons for use as pets
- 2) Divide the gross amount of revenue in half
- 3) Determine the license fee from the Fee Schedule using the amount calculated in step 2

B-Dealer who takes possession of the animals

- 1) Determine gross amount of revenue received from the sale and/or leasing of animals, directly or through an auction sale to research facilities, dealers, exhibitors, retail pet stores, or persons for use as pets
- 2) Subtract the amount paid for the purchase and/or leased animals from the gross amount of revenue. NOTE: If no animals were purchased and/or leased, then the amount subtracted is zero.
- 3) Determine the license fee from Fee Schedule using the amount calculated in step 2

*B-Dealer who does **not** take possession of the animals*

- 1) Determine the gross amount of commissions or fees charged for the sale or negotiating the sale of animals to research facilities, dealers, exhibitors, retail pet stores, or persons for use as pets
- 2) Determine the license fee from the Fee Schedule using the amount calculated in step 1

B-Dealer who sells normal blood/serum

- 1) Determine gross amount of revenue received from the sale of the blood or serum
- 2) Subtract the amount paid for the animals purchased that business year for blood/serum collection
- 3) Determine the license fee from the Fee Schedule using the amount calculated in step 2

B-Dealer who sells whole or parts of dead animals

- 1) Determine gross amount of revenue received from the sale of whole or parts of dead animals
- 2) Subtract the amount paid for the purchase of whole or parts of dead animals
- 3) Determine the license fee from the Fee Schedule using the amount calculated in step 2

Fee Schedule

FEE SCHEDULE		
Sales Over	But Not Over	License Fee
\$ 0.00	\$ 500.00	\$ 30.00
500.00	2,000.00	60.00
2,000.00	10,000.00	120.00
10,000.00	25,000.00	225.00
25,000.00	50,000.00	350.00
50,000.00	100,000.00	475.00
100,000.00	And Up	750.00

Fees may be submitted by:

- certified check
- cashier's check

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- money order
 - personal check
NOTE: If check is returned by bank, then application will be denied, an additional \$15.00 fee will be charged, and license fee must be paid by another method.
 - credit card - a completed Credit Card Payment Authorization sheet (see page 3.7.6) must be submitted
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